

EVALUATION CRITERIA

RFP NUMBER R20-16, Vending Machine Services

Opening Date: May 25, 2016 at 3:00 P.M. CDT

Mandatory Requirements

The proposals will first be examined to determine if all mandatory requirements listed below have been addressed to warrant further evaluation. Proposals not meeting mandatory requirements will be excluded from further evaluation. The mandatory requirement items are as follows:

1. Request for Proposal For Contractual Services form, signed in ink;
2. Corporate Overview;
3. Technical Approach;
4. Attachment A, Vending Machine Product List;
5. Attachment B, Proposed Vending Machines to be Provided by Area; and
6. Cost Proposal: Attachment C, Proposed Monthly Rental Payment Per Vending Service Area (Rent Paid to NDOR).

Evaluation Criteria

All responses to this Request for Proposal, which fulfill all mandatory requirements, will be evaluated. Each category will have a maximum possible point potential. Areas that will be addressed and scored during the evaluation include:

Evaluation Criteria	Possible Points
Part 1 — Corporate Overview	150
Part 2 — Technical Approach	200
Part 3 — Cost Proposal: Attachment C, Proposed Monthly Rental Payment (Rent Paid to the State)	150
Total Points without Oral Interviews	500
Oral Interviews, (if required)	100
Total Points with Oral Interviews	600

Part 4 – Cost Proposal Points (Rent Paid to the State)

Cost points should be calculated as follows:

1. Establish highest cost submitted (Rent paid to the State); highest cost submitted for Rent paid to State receives the maximum points.
2. To assign points to all others, the following formula should be followed:
Cost Submitted ÷ Highest Cost Submitted (Rent paid to the State) x Maximum Possible Cost Points = Cost Points to Award (see samples below)

Formula	Sample	Sample	Sample
Cost Submitted	\$200,000	\$100,000	\$150,000
÷ Highest Cost Submitted	\$200,000	\$200,000	\$200,000
x Maximum Possible Cost Points	150	150	150
= Points To Award	150	75	112.5